

CITY OF MILPITAS
Effective: July 2000
Revision: August 2008
EEOC: Admin Support
Unit: Protech
FLSA: Non-Exempt
Physical: 1

RECREATION SERVICES ASSISTANT IV

DEFINITION

To supervise and coordinate one recreational activity or several closely related recreational activities, provide customer service, room set ups and address building maintenance issues for recreational facilities. Responsible for hiring, training and evaluating assigned personnel. Assignments in this classification may include, but are not limited to: Head Pre-School Instructor or Rainbow Theater Director.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Recreation Services Assistant series. The Recreation Services Assistant IV is distinguished from the III level by responsibility assumed for serving in the supervising capacity of other assigned recreational services personnel and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from either a Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility.

Exercises direct supervision over assigned recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize and direct recreational activities for assigned area of responsibility.

Direct work of volunteers, recreation leaders and other recreational services personnel.

EXAMPLES OF DUTIES (Cont'd)

Develop and coordinate promotional activities including fundraising, special events and media relations.

Ensure compliance with City policies and procedures.

Maintain supplies equipment and records as needed.

Monitor corresponding program budget; order supplies

Open and close facilities.

Other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Purposes and practices of municipal recreational programs
- Modern office practices and principles
- Safe work practices
- Principles of supervision and training

Ability to:

- Communicate and work effectively with the public and city personnel
- Maintain program procedures and policies
- Maintain training and staff appreciation procedures
- Keep and maintain program records
- Plan, organize and direct work of others
- Work independently
- Assess program needs and implement policy changes when necessary
- Prepare detailed reports and other written materials based on oral and written information
- Assess community needs

When assigned Head Pre-School Teacher – Duties may include, but are not limited to, the following:

- Plan and direct work of pre-school personnel.
- Instruct classes in educational and physical activities.
- Recruit, train and evaluate new staff.
- Keep pre-school records and prepare related reports.
- Organize and staff fund-raising efforts.
- Compile and edit pre-school newsletter

When assigned to Rainbow Theatre – Duties may include, but are not limited to, the following:

- Provide staff training in areas of assignment.
- Casting, costuming, rehearsing and choreography of assigned shows.
- Selection of theatrical season: show selection, reservation of rehearsal and performance space for main stage season, summer classes, summer camps and satellite (out of reach) season.

EDUCATION AND EXPERIENCE

Education: Associates Degree or equivalent with major course work in Theatre, Liberal Arts, Early Childhood Education or a closely related field.

Experience: Two years supervisory experience in theatre production, childcare, or a related recreation field.

LICENSE AND CERTIFICATES

Appropriate valid California driver's license and satisfactory driving record. (DMV printout required)

Certification in First Aid and CPR

Proof of TB (Tuberculosis) clearance test.

SPECIAL REQUIREMENTS:

Essential duties require the following abilities and work environments:

Work is performed in a kitchen/office/recreational setting: will be exposed to the elements and sits, stands, walks, kneels, crouches, twists, reaches, bends, crawls, and grasp; must be able to lift, carry, push, pull, drag equipment weighing up to 40 lbs.; climbing up step stool ladders to stack equipment and supplies.

Approved by:

City Manager

Date:

Human Resources Director